

SECURITY INFORMATION



Chief, General Services

Chief, Physical Security Branch

Revised Plans for Record Center

1. This Branch has been advised by Mr. [REDACTED] Chief, Space, Maintenance and Facilities Division, that the original plan of turning the Cinder Block Building into a Record Center vault has been cancelled pending the construction of a building located at [REDACTED] to house this operation. For a period of approximately one year the Record Center will be housed in the Cinder Block Building, located at [REDACTED] on a temporary basis. No TOP SECRET material will be stored within the building.

25X1A9a

25X1A6a

2. The attached revised floor plan and security recommendations are submitted for your consideration.

This door should be replaced with flush panel type. Present door very flimsy.

a. Equip front entrance door with a mushroom pin tumbler key lock having a dead lock type bolt that requires a key to operate the lock from either side of the door.

✓ Equip this door with a 10" x 10" glass covered inspection opening to be centered five feet above the floor.

✓ Install electric light over the exterior side of this door.

Install push button adjacent to exterior of door. and bell at Guard Post.

3 overhead doors at present.

b. Secure two overhead doors, one located on the east side and one located on the south side of the building, with padlocks. This can be accomplished by drilling a hole through the metal guide track immediately above a guide wheel and inserting the lock shackle. Padlock keys to be placed in glass covered box located adjacent to doors.

this door does not exist.

c. Equip emergency door located in the north end of the building with metal brackets and a 2" x 4" wooden bar. Provide metal pins to hold bar in place.

✓ d. Cover all existing windows with expanded metal. Metal may be applied over interior side of windows and secured by means of 2 1/2" x 3/4" wood framing.

✓ e. Install expanded metal or hardware cloth as shown by red lines on floor plan. Metal to extend from floor to a

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height of eight feet and be roofed over with same material. Required doors to meet operational needs may be installed in corridor walls. These doors to be padlocked so that the building guard may enter the storage areas in the event of an emergency. Padlocks to be keyed alike and one key placed in a glass covered box and to be located near the guard post.

✓ f. Relocate hand operated fire alarm bell to a point adjacent to the guard post.

g. Install an 8" x 8" glass covered inspection opening in the east wall of the office area. Install light switch adjacent to opening.

✓ h. Install a master electric light switch near the guard post so that the guard can control lighting over the entire storage area.

i. Install key lock in main office door.

j. One, twenty-four hour, seven days a week, Guard Post will be established.

25X1A9a

25X1A9a

cc: Addressee ✓  
Mr. [REDACTED]  
File (2)